



The Hartford

no pague demasiado, no pague
tampoco demasiado menos. pague
exactamente.

Guía para el cliente: Payroll Billing (facturación de nóminas) para seguro de indemnización por accidente laboral

bienvenido a payroll billing (facturación de nóminas)

¡Felicitaciones! Ha seleccionado una opción de pago de primas que ha beneficiado a más de 90 000 clientes del seguro de indemnización por accidente laboral de The Hartford.

Ya sea si eligió Payroll Billing por su conveniencia, facilidad, beneficios monetarios o las tres, tomó la decisión correcta.

Esta guía se divide en dos secciones, que le ayudarán a crear su cuenta y gestionarla de manera continua.

1 En la sección “**primeros pasos**” (getting started), se le explicará paso a paso cómo hacer lo siguiente:

- Registre su cuenta
- Elija la opción de pago de tarifas de póliza
- Ingrese la información bancaria
- Autorice a The Hartford para retirar pagos de primas de su cuenta

2 Gestionar su cuenta le permite:

- Actualizar o modificar la información de la cuenta de su empresa
- Ver informes de primas

[Mira lo fácil que es registrarse en el video explicativo.](#)

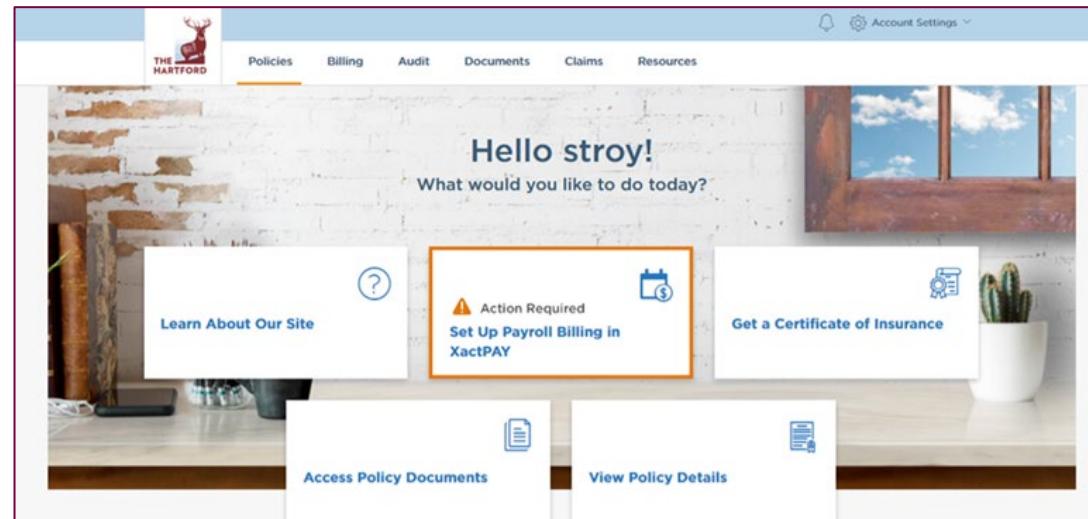


registre su cuenta

Una vez que haya recibido una notificación por correo electrónico de su cuenta de facturación de nóminas.

- 1 Primero, haga clic en el enlace o en el botón “**sign up for payroll billing**” (**regístrese para la facturación de nómina**) que aparece en el correo electrónico de registro. Lo llevará a [My Account](#) (mi cuenta). Si ya se registró, ingrese su correo electrónico y haga clic en **continue** (continuar). De lo contrario, **register** (regístrese) para obtener una nueva cuenta.
- 2 Una vez que haya completado el registro en Mi cuenta, podrá terminar su registro en XactPAY. Haga clic en “**set up payroll billing in XactPAY**” (**configurar la facturación de nómina en XactPAY**).

Si tiene múltiples pólizas, seleccione la póliza que necesita configurar.



The Hartford logo and policy number XXXXXXXX XXXXXXXXX are visible at the top of both screenshots.

Welcome to Payroll Billing from The Hartford

Thanks for choosing Payroll Billing! Once you finish enrolling, we'll use your real-time payroll information to calculate your insurance premiums.

Make sure you enroll by XXXX/XXXX.

How to enroll

- 1 Get your banking information ready. You'll need the routing and account numbers for your checking or savings account.
- 2 Sign up for Payroll Billing. If you already have an account with us, log in and follow the prompts. If not, you'll need to register first. Have your policy number and ZIP code ready. Once you're registered, click on "Set up Payroll Billing in XactPAY" to get signed up.

[Sign Up for Payroll Billing](#)

If you don't enroll by XXXX/XXXX, your billing will switch to Direct Billing, which requires a 25% down payment and 9 equal installments per year.

GET STARTED WITH PAYROLL BILLING: REGISTRATION

Have questions or need help?
Visit this webpage or call us at X-XXX-XXX-XXXX. We're here weekdays from 8:00 AM to 8:00 PM ET.

Privacy Policy Terms of Use Contact Us

XactPAY logo and navigation menu (Policies, Billing, Audit, Documents, Claims, Resources) are at the top.

Billing and Payments

Payroll-Billed Policies

You can manage your Payroll Billed policies in XactPAY by selecting them below, or you can work with your agent if they manage your payroll.

Workers' Compensation (76 WEC BE4M22)	Manage Payroll Billing in XactPAY
Workers' Compensation (76 WEC BE4M4)	Set Up Payroll Billing in XactPAY
Workers' Compensation (76 WEC BE4M28)	Manage Payroll Billing in XactPAY
Workers' Compensation (76 WEC BE4M09)	Set Up Payroll Billing in XactPAY
Workers' Compensation (76 WEC BE4M0K)	Manage Payroll Billing in XactPAY
Workers' Compensation (76 WEC BE4M1M)	Set Up Payroll Billing in XactPAY

Recent changes or new policies may take up to 48 hours to appear.

Quick Links

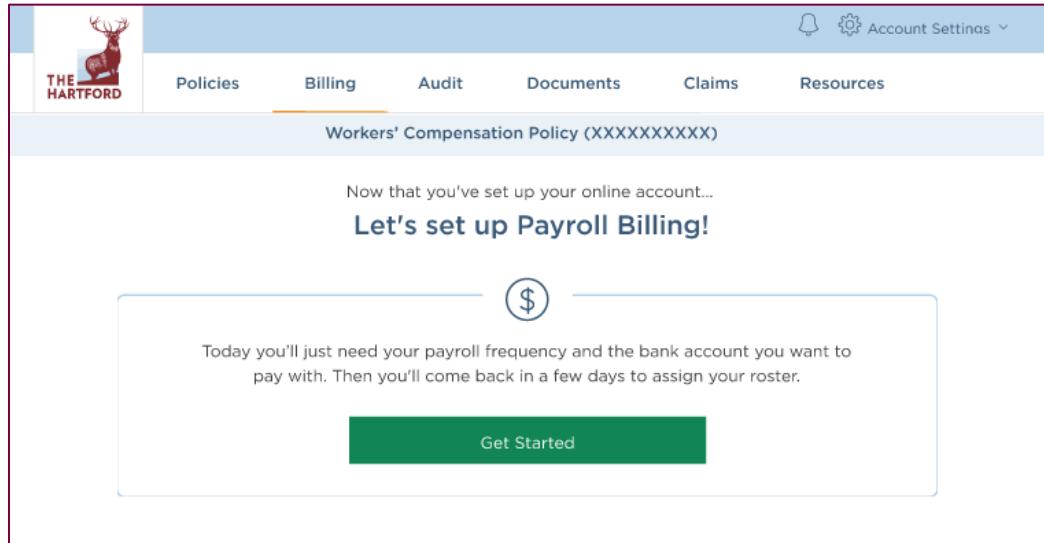
- Manage Payment Methods
- Request a Certificate of Insurance
- Add a Policy
- Edit My Profile
- Contact Us
- Call Us

configurar payroll billing

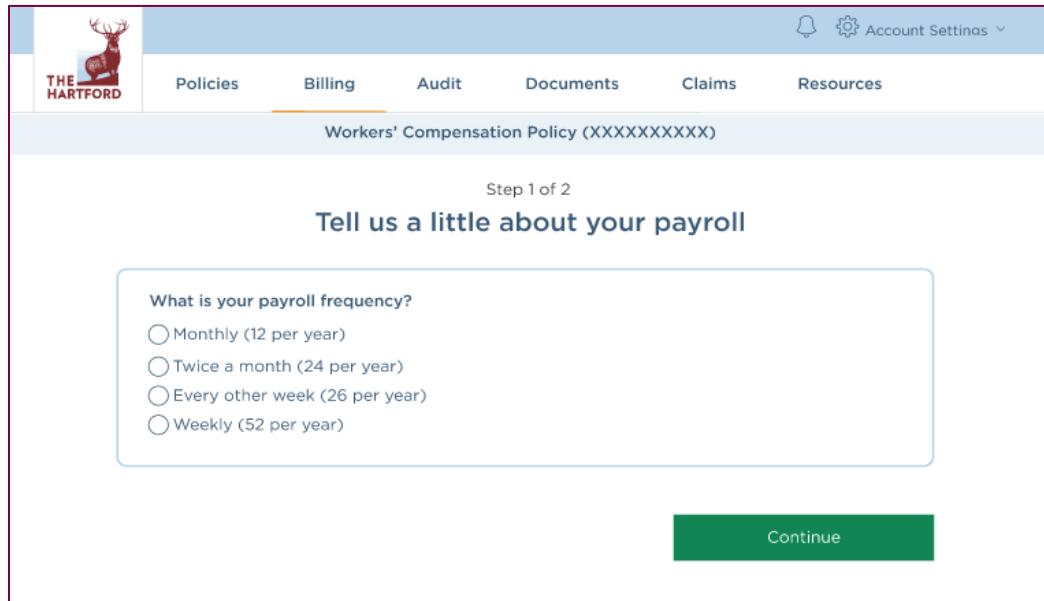
1 Bienvenido a Payroll Billing. Haga clic en **get started.**

2 Elija con qué frecuencia quiere facilitar su nómina.

3 Haga clic enC**continue (continuar).**



The screenshot shows a step-by-step setup process. Step 1 is completed, indicated by the highlighted 'Billing' tab. The next step, 'Step 1 of 2', is shown in the header. The main content asks for payroll frequency, listing options: Monthly (12 per year), Twice a month (24 per year), Every other week (26 per year), and Weekly (52 per year). A large green 'Continue' button is at the bottom right of the form.



configure su información de pago

1 Seleccione cómo desea pagar las tarifas de la póliza.
Realizar un pago completo o abonar pagos divididos.

2 Información bancaria

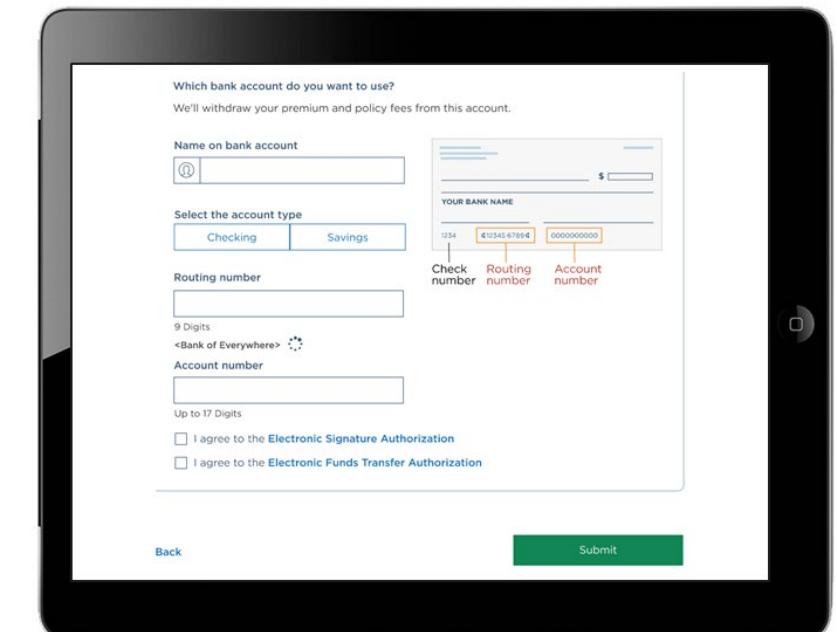
- Ingrese el nombre en la cuenta bancaria comercial
- Seleccione el tipo de cuenta correspondiente
- Ingrese el número de enrutamiento ABA
- Ingrese el número de la cuenta bancaria comercial
- Lea y acepte las autorizaciones de firma electrónica y transferencia electrónica de fondos

3 Haga clic en **submit** (enviar).

¿Sabía que?

Otorgar la autorización EFT es conveniente y es la manera más segura de brindar a The Hartford la información necesaria relacionada con autoinformes payroll billing.

The screenshot shows a web page titled "Workers' Compensation (76 WEC BE4M14)" under "Step 2 of 2: Now let's set up your payment information". It includes a question about how to pay policy fees and two radio button options: "One full payment" (selected) and "Split payments".



pantalla de confirmación

The screenshot shows a web interface for The Hartford. At the top, there's a navigation bar with the company logo (a red deer silhouette), account settings, and a notification icon. Below the navigation, a breadcrumb trail indicates the current page: Workers' Compensation (76 WEC BE4M14). The main content area features a large green checkmark icon and the text "You've Set Up Payroll Billing!". A callout box titled "What happens next?" lists two steps: 1. In the next few days, we'll get a list of your employees from your payroll provider. 2. Then we'll email you when it's time to return for employee assignment and Owner selection. It also includes a note about the 48-hour deadline and a link to "Why this is important". Another callout box at the bottom left suggests "See What Else You Can Do" with options like Request Certificate of Insurance, View your documents, Make policy changes, and Track claims. A "Explore My Account" button is located at the bottom of this section.

THE HARTFORD

Policies Billing Audit Documents Claims Resources

Workers' Compensation (76 WEC BE4M14)

You've Set Up Payroll Billing!

What happens next?

- 1 In the next few days, we'll get a list of your employees from your payroll provider.
- 2 Then we'll email you when it's time to return for employee assignment and Owner selection.

Once we email you, you'll need to come within 48 hour. Otherwise we'll have to base your premium on the highest risk class on your policy.

Why this is important

See What Else You Can Do

In addition to managing your payroll billing you can also:

- Request Certificate of Insurance
- View your documents
- Make policy changes
- Track claims

Explore My Account

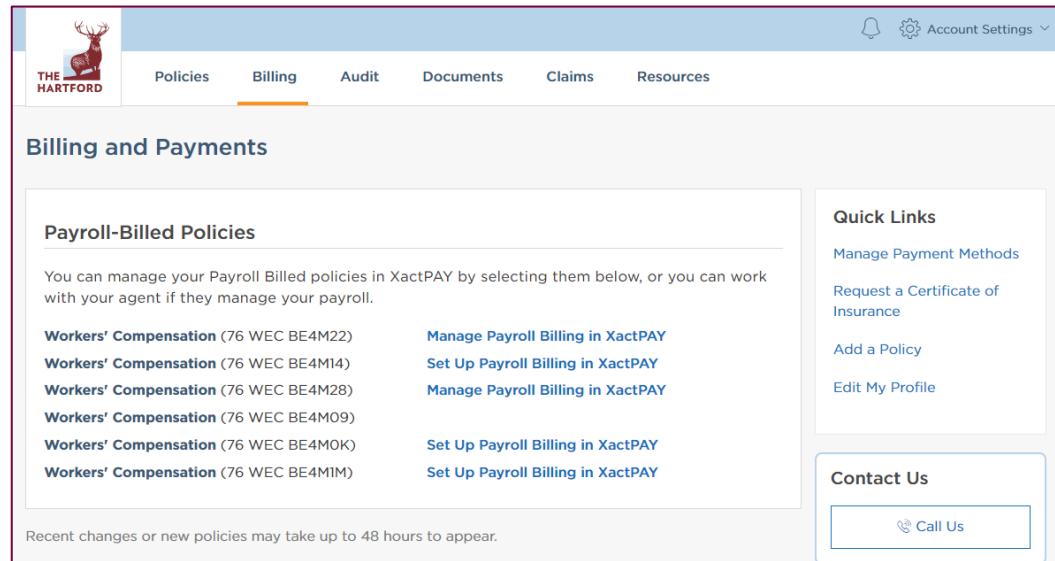
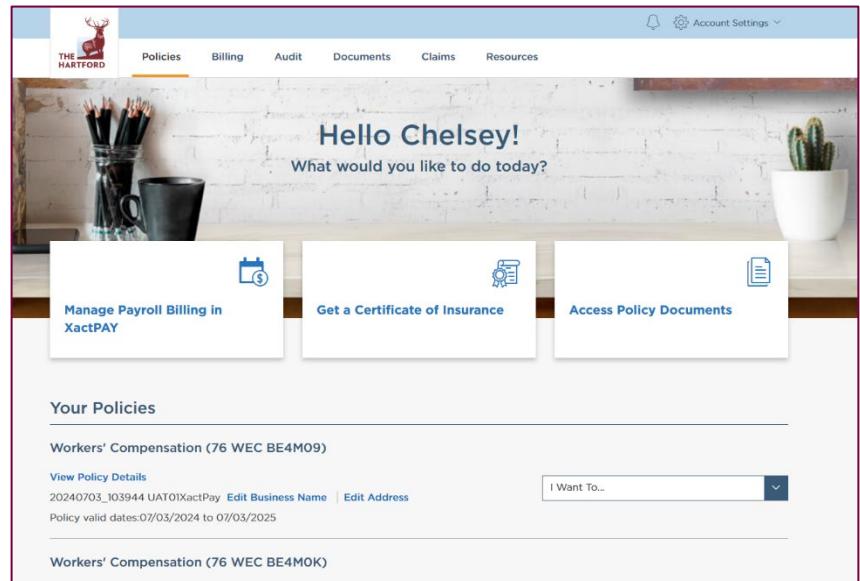
gestionar su cuenta

Puede acceder a su cuenta a través de My Account ahora que está registrado para Payroll Billing.

1 Una vez que haya iniciado sesión, haga clic en “**manage payroll billing in XactPAY**” (Gestionar facturación de nóminas en XactPAY).

2 Si tiene varias pólizas, se le dirigirá a la pantalla “**policy selection**” (selección de pólizas) que aparece. Elija la póliza que desea gestionar.

3 Si tiene una sola póliza, verá la página de inicio donde podrá gestionar su cuenta de payroll billing.



cambiar la información de su perfil, realizar informes y más

Para poner al día su correo electrónico principal, cambiar su contraseña u otra información de contacto de facturación, será redirigido a su **My Account profile** haciendo clic en **go to your profile**.

La página de configuración (**settings**) es donde puede administrar correos electrónicos adicionales para notificaciones de facturación o actualizar su información bancaria.

The screenshot shows the 'Payroll Billing' section for 'Jody's Bakery LLC'. At the top, there are tabs for Policies, Billing, Audit, Documents, Claims, and Resources. Below that, there are tabs for Summary, Reports, Roster, and Settings, with 'Settings' being the active tab. Under 'Billing Contact Information', it shows 'Billing Notifications' with an email listed as 'joe-smith@email.com (primary)' and another as 'firstname.lastname@email.com'. There is a 'Remove' link next to the second email and a button to 'Add Another Email'. To the right, under 'Billing Contact Info', it shows 'Firstname Lastname' and 'XXX-XXX-XXXX'. A note says to keep the primary email up to date for access. Under 'Payroll Reporting Information', it shows 'Payroll Frequency' set to 'Monthly (12 per year)'. A note at the bottom says to contact us if reporting frequency needs to be changed.

obtenga datos
& respuestas.



The Hartford

Póngase en contacto con el servicio al cliente al 1-877-287-1316.